

General Information About Enrollment at NETPDTC		
<b>Who May Enroll</b>	<ul style="list-style-type: none"> <li>Active duty and reserve members of the U.S. Navy</li> <li>Retired members of the U.S. Navy, U.S. Marines, U.S. Coast Guard and DON Civilians (<b>no internet enrollments accepted</b>)</li> <li>Navy Junior Reserve Officer Training Candidates (NJROTC) (<b>no internet enrollments accepted</b>)</li> <li>Naval Sea Cadets (<b>no internet enrollments accepted</b>)</li> </ul>	
<b>Minimum Information Required for Enrollment</b>	<ul style="list-style-type: none"> <li>Course NAVEDTRA No.</li> <li>First and Last Name</li> <li>Social Security Number</li> <li>Rank/Rate</li> </ul>	<ul style="list-style-type: none"> <li>Branch of Service</li> <li>Status (Active/Inactive/IRR/Ret/Civ)</li> <li>Mailing Address</li> <li>Phone No. and/or e-mail Address</li> </ul>
<b>How to Enroll In Unclassified Courses</b>	<ul style="list-style-type: none"> <li>Internet:</li> </ul>	<a href="http://courses.cnet.navy.mil">http://courses.cnet.navy.mil</a> ( <b>preferred</b> )
	<ul style="list-style-type: none"> <li>E-mail:</li> </ul>	<a href="mailto:fleetservices@cnet.navy.mil">mailto:fleetservices@cnet.navy.mil</a>
	<ul style="list-style-type: none"> <li>FAX:</li> </ul>	Commercial: (850) 452-1370 DSN: 922-1370 <b>DO NOT FAX ANSWER SHEETS</b>
	<ul style="list-style-type: none"> <li>Telephone: (0700-1500 CST)</li> </ul>	Toll Free: 877-264-8583 Commercial: 850-452-1181, 1511, or 1859 DSN: 922-1181, 1511, or 1859
	<ul style="list-style-type: none"> <li>Mail:</li> </ul>	Send enrollment form (found on following page) NETPDTC 1500/29 (Rev. 10/00) to:  COMMANDING OFFICER NETPDTC N331 6490 SAUFLEY FIELD ROAD PENSACOLA FL 32559-5000
<b>How to Enroll In Classified Courses</b>	1. <b>Naval message:</b> Address message to NETPDTC N331 <b>OR</b> 2. <b>Letter on command letterhead</b> signed by Commanding Officer or "By Direction" authority. Address letter to:  COMMANDING OFFICER NETPDTC N331 6490 SAUFLEY FIELD ROAD PENSACOLA FL 32559-5000	
<b>Course Materials</b>	<ul style="list-style-type: none"> <li>You will receive printed copies of NETPDTC courses <b>only</b> if you enroll in courses at NETPDTC. If you want a printed copy of a course but do not want to enroll, you may download courses in portable document file (PDF) format from: <a href="http://www.advancement.cnet.navy.mil">http://www.advancement.cnet.navy.mil</a></li> <li>If you already have copies of a course and only want your course assignments graded for credit, you must still enroll in that course with NETPDTC. In this case, when enrolling, select the "Enroll Only" option.</li> </ul>	
<b>Number of Courses</b>	You may enroll in no more than four courses at one time.	
<b>Course Completion Time Limits</b>	<b>All courses must be completed within 12 months from the date of enrollment.</b> The 12-month period <u>includes</u> the time required to resubmit and grade any failed assignments.	

<p><b>Assignment Answer Sheets</b></p> <p><b>Do NOT Fax Answer Sheets</b></p>	<p>If you are unable to get on the Internet to grade your assignments, you may use the "scannable" answer sheets (NAVEDTRA 1510/4 (03-94) included in your enrollment package. This is the <b>only</b> answer sheet that is accepted by NETPDTC.</p> <ul style="list-style-type: none"> <li>• All courses include <b>one</b> answer sheet (NAVEDTRA 1510/4 (03-94) for each assignment. These answer sheets are preprinted with your SSN, name, assignment number, and course number. Explanations for completing the answer sheets are on the answer sheet.</li> <li>• Use only scannable answer sheets provided—reproductions will not work with NETPDTC scanning equipment and cannot be processed. If we receive incorrect answer sheets, they will be returned to you together with the correct scannable answer sheets. Contact NETPDTC for additional answer sheets.</li> <li>• Follow the instructions for marking answers on the answer sheet. Be sure you fill in blocks 1, 2, and 3 correctly. This information is necessary for the course to be properly processed and for you to receive credit for completing the course.</li> </ul>
<p><b>Grading Course Assignments</b></p>	<p>You <b>must</b> be enrolled with NETPDTC (in the course to be graded). Following enrollment, there are two ways of having your assignment answer sheets graded:</p> <ol style="list-style-type: none"> <li>1. <b>Via the Internet</b> (preferred method). Advantages to Internet grading are: <ul style="list-style-type: none"> <li>• Answers may be submitted as soon as an assignment is completed.</li> <li>• Results are available instantly.</li> <li>• In addition to receiving grade results for each assignment, you will receive course completion confirmation once you have successfully completed <b>all</b> the assignments. To submit assignment answers via the Internet, go to: <a href="http://courses.cnet.navy.mil">http://courses.cnet.navy.mil</a>, log in, then select "Answer Sheet" from the "Student Services" menu.</li> </ul> </li> <li>2. <b>Via U.S. Mail.</b> <ul style="list-style-type: none"> <li>• Send <b>ALL</b> your scannable answer sheets for assignments in at one time. Do NOT submit individual answer sheets for grading. Mail all your scannable answer sheets in one envelope to: <p style="text-align: center;">COMMANDING OFFICER NETPDTC N331 6490 SAUFLEY FIELD ROAD PENSACOLA FL 32559-5000</p> </li> <li>• <b>Answer sheets are not returned to the student.</b></li> <li>• <b>(Naval Reserve Students Only)</b> In conjunction with earning retirement point completion, Naval Reserve students may submit answer sheets grouped by <b>unit</b> or by <b>course</b>.</li> </ul> </li> </ol>
<p><b>Credit for Course Completion</b></p>	<ul style="list-style-type: none"> <li>• To satisfactorily complete a course, you must achieve an <b>overall</b> course grade of at least 3.2. Overall course grades are calculated by averaging your individual assignment grades.</li> <li>• You will receive a completion confirmation from NETPDTC for achieving a passing grade.</li> </ul>

<b>Naval Reserve Students Only</b>  <b>Retirement Points and Anniversary Dates</b>	<ul style="list-style-type: none"> <li>Naval Reserve students may earn retirement points for successful course completion if authorized under current directives governing retirement of Naval Reserve personnel. The Catalog of Nonresident Training Courses (NAVEDTRA 12061) lists retirement points earned for each course.</li> <li>NETPDTC reports retirement points earned by Reserve students to the Naval Reserve Personnel Center (NRPC) on a monthly basis.</li> <li>Reserve students should be aware of their Reserve Anniversary Date. For information about anniversary dates, contact NRPC at: (800) 535-2699.</li> </ul>
<b>Failed Assignments</b>	<ul style="list-style-type: none"> <li>If your <b>overall</b> course score is 3.2 or higher, you will pass the course and will not be required to rework failed assignments. Once all your assignments have been graded, you will receive course completion confirmation.</li> <li>If you receive less than a 3.2 on any assignment and your <b>overall</b> course score is below 3.2, you will be given the opportunity to resubmit failed assignments. However, if you receive less than a 3.2 on any assignment and your <b>overall</b> course grade is 3.2 or greater, you will not have to resubmit any assignment. <b>Wait until you complete the course or unit before you resubmit an assignment because you may resubmit failed assignments only once.</b></li> </ul> <p><b>NOTE:</b> Failed assignments will not be returned to you under any circumstances.</p>
<b>Resubmitting Failed Assignments</b>	<ul style="list-style-type: none"> <li>The maximum score for resubmitted (failed) assignments is 3.2.</li> <li>You are limited to <b>only one</b> resubmission for each failed assignment. If your resubmission does not result in an overall course grade of 3.2 or higher, you will be disenrolled from the course due to course failure.</li> <li><u>Do not</u> resubmit failed assignments if your overall course grade is at least 3.2.</li> <li>You must complete a course in 12 months, including the time required to resubmit failed assignments.</li> </ul>
<b>Disenrollment</b>	<p>You will be disenrolled from a course for the following reasons:</p> <ul style="list-style-type: none"> <li>Failure to submit all course assignments within 12 months of the date of enrollment (including resubmission of failed assignments).</li> <li>Not receiving an <b>overall</b> grade of 3.2 or higher after all failed assignments have been resubmitted.</li> </ul>
<b>Reenrollment</b>	<p><b>Once you are disenrolled, you may not reenroll in that course for a period of 6 months following the date of your disenrollment.</b></p> <p>If you are eligible to enroll in a course for the second time, you must contact us prior to reenrollment. (See "Contact Us" on the main menu)</p>
<b>Replacing Lost Courses</b>	<p>You may replace lost courses by one of the following methods:</p> <ul style="list-style-type: none"> <li>Download and print course materials from the Navy Advancement Center web site: <a href="http://www.advancement.cnet.navy.mil/">http://www.advancement.cnet.navy.mil/</a></li> <li>A letter from your command requesting that NETPDTC replace the lost course materials.</li> </ul>
<b>NOTES</b>	<p><b>1:</b> Do not submit reproduced copies of assignment answer sheets; they won't work in our scanner. Contact NETPDTC for additional answer sheets.</p> <p><b>2:</b> You cannot have your course assignments graded by NETPDTC unless you are enrolled in that course at NETPDTC.</p>